

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov/> or by calling 1-888-227-2423, or 269-961-5757.

**3.3.1-34 PAYMENT BY ELECTRONIC FUNDS TRANSFER/CENTRAL CONTRACTOR  
REGISTRATION (OCTOBER 2005)**

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either—

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for—

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and—

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is

incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

### **3.6.1-8 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE SEDB CONCERNS (April 2000)**

(a) Offers are solicited only from "eligible socially and economically disadvantaged business (SEDB)" concerns. As used herein, an "eligible SEDB" concern is a small business concern expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) program and which meets the following criteria at the time of release of the initial SIR or public announcement (if issued), whichever is first:

(1) The offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action direct by the SBA.

(b) By submission of its offer, the offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) (1) Agreement. A manufacturer or regular dealer submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns inside the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territory of the Pacific Islands. However, this requirement does not apply in connection with construction or service contracts.

(2) The [Offeror insert name here \_\_\_\_\_] will notify the FAA Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

### **3.6.2-17 PAYMENT FOR OVERTIME PREMIUMS (APRIL 1996)**

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,500 during any single 30-day period or the overtime premium is paid for work--

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

- (3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
- (4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

**3.6.2-24 AFFIRMATIVE ACTION COMPLIANCE REQUIREMENTS FOR CONSTRUCTION  
(NOVEMBER 1997) (APPLICABLE TO CONSTRUCTION PROJECTS)**

(a) Definitions.

- (1) "Employer identification number," as used in this clause, means the Federal Social Security number used on the employer's quarterly federal tax return, U.S. Treasury Department Form 941.
- (2) "Minority," as used in this clause, means
  - (i) Black (all persons having origins in any of the black African racial groups not of Hispanic origin);
  - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
  - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
  - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

(b) If the Contractor, or a subcontractor at any tier, subcontracts a portion of the work involving any construction trade, each such subcontract in excess of \$10,000 shall include this clause, including the goals for minority and female participation stated herein.

(c) The goals for minority and female participation, expressed in percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered area, are as follows:

Goals for minority participation: 10.2

Goals for female participation: 6.9

Compliance with the goals will be measured against the total work hours performed.

(d) The Contractor shall provide written notification to the Office of Federal Contract Compliance Programs (OFCCP) area office within 10 working days following award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this screening information request. The notification shall list the:

- (1) Name, address, and telephone number of the subcontractor;
- (2) Employer identification number of the subcontractor;
- (3) Estimated dollar amount of the subcontract;
- (4) Estimated starting and completion dates of the subcontract; and
- (5) Geographical area in which the subcontract is to be performed.

(e) The Contractor shall implement the affirmative action procedures in subparagraphs (f)(1) through (7) of this clause. The goals stated in this contract are expressed as percentages of the total hours of employment and training of minority and female utilization that the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for the geographical area where that work is actually performed. The Contractor is expected to make substantially uniform progress toward its goals in each craft.

(f) The contractor shall take affirmative action steps at least as extensive as the following:

- (1) Ensure a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities where the Contractor's employees are assigned to work. The Contractor, if possible, will assign two or more women to each construction project. The Contractor shall ensure that foremen, superintendents, and other on-site supervision, personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at these sites or facilities.
- (2) Immediately notify the OFCCP area office when the union or unions, with which the Contractor has a collective bargaining agreement, has not referred back to the Contractor a minority or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.
- (3) Develop on-the-job training opportunities and/or participate in training programs for the area that expressly

include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under subparagraph (f)(2) above.

(4) Review, at least annually, the Contractor's equal employment policy and affirmative action obligations with all employees having responsibility for hiring, assignment, layoff, termination, or other employment decisions. Conduct reviews of this policy with all on-site supervision, personnel prior to initiation of construction work at a job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

(5) Disseminate the Contractor's equal employment policy externally by including it in any advertising in the news media, specifically including minority and female news media. Provide written notification to, and discuss this policy with, other Contractors and subcontractors with which the Contractor does or anticipates doing business.

(6) Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities. Encourage these employees to seek or to prepare for, through appropriate training, etc., opportunities for promotion.

(7) Maintain a record of solicitations for subcontracts for minority and female construction contractors and suppliers, including circulation of solicitations to minority and -female contractor associations and other business associations.

(g) The Contractor is encouraged to participate in voluntary associations that may assist in fulfilling one or more of the affirmative action obligations contained in subparagraphs (f)(1) through (7). The efforts of a contractor association, joint contractor-union, contractor-community, or similar group of which the contractor is a member and participant, may be useful in achieving one or more of its obligations under subparagraphs (f)(1) through (7).

(h) A single goal for minorities and a separate single goal for women shall be established. The Contractor is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of Executive Order 11246, as amended, if a particular group is employed in a substantially disparate manner.

(i) The contractor shall not use goals or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

(j) The Contractor shall not enter into any subcontract with any person or firm debarred from Government contracts under Executive Order 11246, as amended.

(k) The Contractor shall carry out such sanctions and penalties for violation of this clause and of the Nondiscrimination and Affirmative Action clause, including suspension, termination, and cancellation of existing subcontracts, as may be imposed or ordered under Executive Order 11246, as amended, and its implementing regulations, by the OFCCP. Any failure to carry out these sanctions and penalties as ordered shall be a violation of this clause and Executive Order 11246, as amended.

(l) Nothing contained herein shall be construed as a limitation upon the application of other laws that establish different standards of compliance.

### 3.6.2-29 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (APRIL 1996)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332. **This Statement is for Information Only: It Is Not a Wage Determination.**

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Monetary Wage-Fringe Benefits</u>
Project Manager	\$
Assistant Project Manager	\$
Work Leaders	\$
Quality Control Specialist	\$
Secretary	\$
Work Order Clerk	\$
Planner/Estimators	\$
Inventory Clerk	\$
Supply Technician	\$
CCMS Operator	\$
CCMS Surveillance Operator	\$
Carpenter	\$
Painter	\$
Maintenance Electrician	\$
Sheet Metal Mechanic	\$
Maintenance Plumber	\$
HVAC Mechanic	\$
Boiler MECH/Pipe Fitter	\$
Elevator MECH. Journeyman	\$
Elevator MECH. Helper	\$
Pest Control/Fire SUPP. TECH	\$
Water Treatment Plant OP	\$
Water Treatment Specialist	\$
Fire Alarm System Mechanic	\$
Maintenance Trade Helper	\$
Maintenance Mechanic	\$
Automation OPS. Mechanic	\$
Electronic Technician	\$
Grounds Maint. Mechanic	\$
Grounds Maint. Gardener	\$
Labor, General	\$

### 3.6.3-12 ASBESTOS-FREE CONSTRUCTION (AUGUST 1998) (APPLICABLE TO CONSTRUCTION PROJECTS)

(a) In performing this contract, the Contractor shall not use asbestos or asbestos-containing building materials during construction, renovation, and/or modernization of this facility and shall provide to the Contracting Officer (CO) a signed statement, prior to final acceptance, indicating that to the best of its knowledge, no asbestos or asbestos-containing building materials were used during construction, renovation, and/or modernization of this facility. The Contractor's certification under this clause is considered to be a material requirement of the contract and the FAA may withhold payment pending submittal and receipt of an acceptable certification.

(b) The FAA CO may authorize sample testing of contractor building materials used during construction, renovation, and/or modernization of this facility to verify that they are asbestos-free. The FAA will bear the

expense of this testing unless the testing reveals that the Contractor used asbestos-containing building material in performing this contract. If asbestos-containing material is found, the Contractor shall remove and replace the asbestos-containing material and decontaminate the site of asbestos contamination caused by the Contractor at no additional cost to the Government. In addition, the Contractor shall bear the expense of the original testing and retesting to determine that the asbestos removal and site decontamination are satisfactorily completed.

**3.10.2-2 SUBCONTRACTS (COST-REIMBURSEMENT AND CEILING PRICED CONTRACTS)  
(OCTOBER 1996)**

(a) Subcontract, as used in this clause, includes but is not limited to purchase orders, and changes and modifications to purchase orders. The Contractor shall notify the Contracting Officer reasonably in advance of entering into any subcontract if:

- (1) The proposed subcontract is of the cost-reimbursement, time-and-materials, or labor-hour type;
- (2) The proposed subcontract is fixed-price and exceeds either \$100,000 or 5 percent of the total estimated cost of this contract;
- (3) The proposed subcontract has experimental, developmental, or research work as one of its purposes; or
- (4) This contract is not a facilities contract and the proposed subcontract provides for the fabrication, purchase, rental, installation, or other acquisition of special test equipment valued in excess of \$25,000 or of any items of facilities.

(b) (1) In the case of a proposed subcontract that (i) is of the cost-reimbursement, time-and-materials, or labor-hour type and is estimated to exceed \$25,000, including any fee, (ii) is proposed to exceed \$100,000, or (iii) is one of a number of subcontracts with a single subcontractor, under this contract, for the same or related supplies or services that, in the aggregate, are expected to exceed \$100,000, the advance notification required by paragraph (a) above shall include the information specified in subparagraph (2) below.

- (2) (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected, including the competition obtained.
- (iv) The proposed subcontract price and the Contractor's cost or price analysis.
- (v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting-
  - (A) The principal elements of the subcontract price negotiations;
  - (B) The most significant considerations controlling establishment of initial or revised prices;
  - (C) The reason cost or pricing data were or were not required;
  - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;
  - (E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data was not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
  - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
  - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(c) The Contractor shall obtain the Contracting Officer's written consent before placing any subcontract for which advance notification is required under paragraph (a) above. However, the Contracting Officer may ratify in writing any such subcontract. Ratification shall constitute the consent of the Contracting Officer.

(d) If the Contractor has an approved purchasing system and the subcontract is within the scope of such approval, the Contractor may enter into the subcontracts described in subparagraphs (a)(1) and (a)(2) of this clause without the consent of the Contracting Officer.

(e) Even if the Contractor's purchasing system has been approved, the Contractor shall obtain the Contracting Officer's written consent before placing subcontracts identified below:

**Subcontracts calling for Facility Operations & Maintenance services  
and support that mirrors those provided by the prime contractor in  
accordance with the contract SOW**

(f) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination (1) of the acceptability of any subcontract terms or conditions, (2) of the allowability of any cost under this contract, or (3) to relieve the Contractor of any responsibility for performing this contract.

(g) No subcontract placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis.

(h) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(i) Reserved.

(j) To facilitate small business participation in subcontracting, the Contractor agrees to provide payments on subcontracts under this contract that are fixed-price subcontracts with small business concerns in conformity with the standards for customary payments, as in effect on the date of this contract. The Contractor further agrees that the need for such financing payments will not be considered a handicap or adverse factor in the award of subcontracts.

(k) The Government reserves the right to review the Contractor's purchasing system.

**3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (DECEMBER 2005)**

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://www.asu.faa.gov/conwrite/> (on this web page, select "Search and View Clauses").

3.1.7-2	ORGANIZATIONAL CONFLICTS OF INTEREST (AUGUST 1997)
3.1.8-1	CANCELLATION, RECISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (SEPTEMBER 2000)
3.1.8-2	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY (SEPTEMBER 2000)
3.2.2.3-8	AUDIT AND RECORDS (JULY 2004)
3.2.2.3-25	REDUCING THE PRICE OF A CONTRACT OR MODIFICATION FOR DEFECTIVE COST OR PRICING DATA (JULY 2004)
3.2.2.3-27	SUBCONTRACTOR COST OR PRICING DATA (JULY 2004)
3.2.2.3-30	TERMINATION OF DEFINED BENEFIT PENSION PLANS (JULY 2004)
3.2.2.3-32	WAIVING FACILITIES CAPITAL COST OF MONEY (JULY 2004)
3.2.2.3-33	ORDER OF PRECEDENCE (JULY 2004)
3.2.2.3-36	REVERSING OR ADJUSTING OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB) (JULY 2004)
3.2.2.3-37	NOTIFICATION OF OWNERSHIP CHANGES (JULY 2004)
3.2.2.7-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (APRIL 1996)
3.2.2.8-1	NEW MATERIAL (OCTOBER 1996)
3.2.4-5	ALLOWABLE COST AND PAYMENT (APRIL 2001)
3.2.5-1	OFFICIALS NOT TO BENEFIT (APRIL 1996)

- 3.2.5-3 GRATUITIES OR GIFTS (JANUARY 1999)
- 3.2.5-4 CONTINGENT FEES (OCTOBER 1996)
- 3.2.5-5 ANTI-KICKBACK PROCEDURES (OCTOBER 1996)
- 3.2.5-7 DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (JUNE 12999)
- 3.2.5-8 WHISTLEBLOWER PROTECTION FOR CONTRACTOR EMPLOYEES (APRIL 1996)
- 3.3.1-14 LIMITATION OF FUNDS (APRIL 1996)
- 3.3.1-15 ASSIGNMENT OF CLAIMS (APRIL 1996)
- 3.3.1-17 PROMPT PAYMENT (JANUARY 2003)
- 3.3.2-1 FAA COST PRINCIPLES (OCTOBER 1996)
- 3.4.1-12 INSURANCE (JULY 1996)
- 3.6.1-3 UTILIZATION OF SMALL, SMALL DISADVANTAGED, WOMEN-OWNED, AND SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS CONCERNS (SEPTEMBER 2001)
- 3.6.1-7 LIMITATIONS ON SUBCONTRACTING (AUGUST 1997)
- 3.6.2-1 CONTRACT WORK HOURS AND SAFETY STANDARDS ACT-OVERTIME COMPENSATION (SEPTEMBER 2003)
- 3.6.2-2 CONVICT LABOR (APRIL 1996)
- 3.6.2-9 EQUAL OPPORTUNITY (AUGUST 1998)
- 3.6.2-12 AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS (JANUARY 1998)
- 3.6.2-13 AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES (APRIL 2000)
- 3.6.2-14 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF VIETNAM ERA (JANUARY 1998)
- 3.6.2-16 NOTICE TO THE GOVERNMENT OF LABOR DISPUTES (APRIL 1996)
- 3.6.2-28 SERVICE CONTRACT ACT OF 1965, AS AMENDED (APRIL 1996)
- 3.6.2-35 PREVENTION OF SEXUAL HARASSMENT (AUGUST 1998)
- 3.6.3-2 CLEAN AIR AND CLEAN WATER (APRIL 1996)
- 3.6.3-15 MATERIAL REQUIREMENTS (OCTOBER 2002)
- 3.6.3-16 DRUG FREE WORKPLACE (JANUARY 2004)
- 3.6.4-2 BUY AMERICAN ACT--SUPPLIES (JULY 1996)
- 3.6.4-10 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (APRIL 1996)
- 3.8.2-9 SITE VISIT (APRIL 1996)
- 3.8.2-10 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APRIL 1996)
- 3.8.2-11 CONTINUITY OF SERVICES (APRIL 1996)
- 3.8.4-5 GOVERNMENT SUPPLY SOURCES (APRIL 1996)
- 3.9.1-1 CONTRACT DISPUTES (NOVEMBER 2002)
- 3.9.1-2 PROTEST AFTER AWARD (August 1997)
- 3.10.1-1 NOTICE OF INTENT TO DISALLOW COSTS (APRIL 1996)
- 3.10.1-3 PENALTIES FOR UNALLOWABLE COSTS (OCTOBER 1996)
- 3.10.1-7 BANKRUPTCY (APRIL 1996)
- 3.10.1-13 CHANGES--COST REIMBURSEMENT (APRIL 1996)
- 3.10.1-13/ALT2 CHANGES--COST REIMBURSEMENT ALTERNATE II (APRIL 1996)
- 3.10.1-25 NOVATION AND CHANGE OF NAME AGREEMENTS (JANUARY 2003)
- 3.10.2-5 COMPETITION IN SUBCONTRACTING (JANUARY 1998)
- 3.10.2-6 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (APRIL 1996)
- 3.10.3-1 DEFINITIONS (APRIL 2004)
- 3.10.3-2 GOVERNMENT PROPERTY-BASIC CLAUSE (APRIL 2004)
- 3.10.3-2/ALT2 GOVERNMENT PROPERTY-ALTERNATIVE II (APRIL 2004)
- 3.10.5-1 PRODUCT IMPROVEMENT/TECHNOLOGY ENHANCEMENT (APRIL 1996)
- 3.10.6-3 TERMINATION (COST-REIMBURSEMENT) (OCTOBER 1996)
- 3.10.6-7 EXCUSABLE DELAYS (OCTOBER 1996)
- 3.13-5 SEAT BELT USE BY CONTRACTOR EMPLOYEES (JANUARY 1999)



**(APPLICABLE TO CONSTRUCTION PROJECTS)**

- 3.2.2.3-42 DIFFERING SITE CONDITIONS (JULY 2004)
- 3.2.2.3-43 SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK (JULY 2004)
- 3.2.2.3-45 MATERIAL AND WORKMANSHIP (JULY 2004)
- 3.2.2.3-46 SUPERVISING THE CONTRACT WORK (JULY 2004)
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- 3.4.1-1 PROPOSAL GUARANTEE (APRIL 1996)
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1.	Statement of Work	5/14/07	63
2.	Mike Monroney Aeronautical Center Cost-Plus-Award-Fee Guide Program Requirements	Undated	10
3.	H.15 Requirement for Screening of Contractor Personnel - Screening Standards - Contractor	7/01	1
4.	H.15 Requirement for Screening of Contractor Personnel - Adjudicative Standards	7/01	1
5.	Contractor's Release DOT F4220.	08/97	1
6.	U.S. Dept of Labor, Employment Standards Administration Wage and Hour Division Wage Determination No. 2005-2432 Rev. 3	12/01/06	10
7.	U.S. Dept of Labor, Employment Standards Administration Wage and Hour Division Wage Determination No. 1986-0773 Rev 19	09/12/06	2
8.	Wage Rate Decision State of Oklahoma General Decision No. OK030034 (Davis Bacon)	12/01/06	5
9.	U.S. Dept of Labor, Employment Standards Administration Wage and Hour Division Wage Determination No. CBA-2005-3420	12/9/05	1
10.	U.S. Dept of Labor, Employment Standards Administration Wage and Hour Division Wage Determination No. CBA-2005-3424	12/12/05	1
11.	U.S. Dept of Labor, Employment Standards Administration Wage and Hour Division Wage Determination No. CBA-2005-3425	12/12/05	1

**STATEMENT OF WORK**  
**FOR**  
**MAINTENANCE, REPAIR, OPERATION AND MODIFICATION**  
**OF**  
**BUILDINGS, STRUCTURES, UTILITY SYSTEMS,**  
**AND GROUNDS**  
**AT THE**  
**MIKE MONRONEY AERONAUTICAL CENTER**  
**OKLAHOMA CITY, OKLAHOMA**

**May 14, 2007**

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# STATEMENT OF WORK

## SECTION 1. GENERAL

**1.1 SCOPE OF WORK.** Except as provided in Section 3 and Section 4, the Contractor shall furnish labor, transportation, and tools to accomplish maintenance, repair, operation, and modification to Government owned and leased facilities in accordance with the terms of this contract. Performance shall be according to the standards contained in Technical Exhibit 5: Objective Standards. The main functions include the maintenance, repair, operation, and modification of buildings, utility systems, structures, mechanical and electrical equipment systems, water treatment program, security systems, computers, elevators, pest control, fire suppression, fire detection systems, hazardous waste transfer, warehouse automation equipment, radio paging and/or communications devices, exterior building lights and complete care of grounds to keep the MMAC complex in full operation to support its assigned mission. Performance is limited by the size of the Contractor's staff, as authorized by the Government. Work defined herein is the target for total work. The Contractor agrees to use his best efforts to accomplish this work to the degree possible within resource restraints. Certain work as described is the responsibility of the Oklahoma City Airport Trust and is excluded from this contract.

**1.1.1 Additional Contracts.** The Government may award additional contracts to perform maintenance, repair, modification, operation, and construction work at the MMAC. It is not the intent that all work at the MMAC is done under this contract.

## **1.2 PERSONNEL.**

**1.2.1 Core Crew.** The Contractor shall have on duty to perform the work required under this contract the numbers and skills of personnel with the qualifications as noted for the maintenance, repair, modification, operation and preventive maintenance (PM) work. Prior to starting work at the MMAC, a resume, including experience, copies of current license(s) and other related information shall be submitted on each employee for approval by the COR. A current valid Oklahoma State Drivers License for all employees operating government vehicles is required.

### **Administrative Staff (11)**

a. Project Manager	1
b. Assistant Project Manager	3
c. Quality Control Specialist	1
d. Service Order Dispatcher	2
e. Secretary III	1
f. Engineering Technician IV (Planner/Estimator)	2
g. Environmental/Safety Management Specialist	1

### **CCMS Section (12)**

a. CCMS Operator	5
b. CCMS Surveillance Operator	6
c. CCMS Surveillance Operator (Day Time )	1

**Dedicated Craft Personnel (11)**

a. Elevator Mechanic Journeyman	1
b. Elevator Mechanic Helper	1
c. Pest Control Technician	0.5
d. Fire Suppression Technician	0.5
e. Supply Technician	2
f. Electronic Technician II (Fire Alarm System Mechanic)	2
g. Inventor/ (Delivery and Pick Up) Clerk	1
h. Water Treatment Plant Operator	1
i. Water Treatment Specialist	2

**Grounds Maintenance Crew (11)**

a. Grounds Maintenance Manager	1
b. Lead – Grounds Maintenance	1
c. Mechanic	1
d. Gardener	8

**Preventative Maintenance Section (14)**

a. Heating, Refrigeration & Air-conditioning Mechanic	4
b. Maintenance Trade Helper	6
c. Maintenance Electrician	2
d. Plumber, Maintenance	1
e. Boiler Mechanic/Pipe Fitter	1

**Support Work Section (9)**

a. Electrician	4
b. Carpenters (finish/partitions)	2
c. Painter	2
d. Maintenance Sheet Metal Worker	1

**Trouble Call/Operational Section (15)**

a. Heating, Refrigeration & Air-conditioning Mechanic	4
b. Maintenance Electrician	3
c. Plumber, Maintenance	1
d. Carpenter (locks/hardware)	1
e. Electronic Technician, Maintenance II	3
f. Electronic Technician, Maintenance III	1
g. Boiler Mechanic/Pipe Fitter	1
h. General Maintenance Worker	1



### Warehouse Support & Line Maintenance Support (5)

a. Lead Electric Vehicle/Equipment Mechanic	1
b. Electric Vehicle/Equipment Mechanic	4

**Total Personnel 88**

#### **1.2.2 Personnel Qualifications.**

**1.2.2.1 Project Manager.** The Contractor shall provide an on-site project manager to be physically present during the hours of 0800 to 1630, Monday through Friday, except for Federal holidays. This individual shall be responsible for the overall management and coordination of this contract and shall act as the main point of contact with the Government. When any work is being performed at the Aeronautical Center during other than normal duty hours, the project manager or assistant project managers shall be on site, unless otherwise approved, in advance, by the Contracting Officer Representative (COR). When no scheduled or emergency maintenance or repair work is being performed and the MMAC is under normal operations under surveillance by on-site operators and the Central Control & Monitoring System (CCMS) control center, the manager and assistant managers are not required to be on-site at the MMAC. This would normally be on Sundays and holidays and after 1630 hours on weekdays. When the manager or assistant manager are not present at the MMAC, the CCMS control center operator will be the contact point for any problems or adjustments required for MMAC operations. The qualifications of the project manager will be reviewed and approved by the COR prior to starting any work under the contract. **The Project Manager shall have a Bachelor of Science in Engineering, (e.g., Civil, Electrical, Mechanical, Construction Management, etc.) or a Bachelor of Science in Business Administration from an accredited university and/or college and have ten (10) years management experience in the operation, maintenance, and modification of a facility of not less than 3,000,000 square feet with the complexity of equipment and systems of the MMAC. Supervisory and/or management experience must have been at a responsible level such as the total facility or a major subtotal of the plant engineering operation organization.**

**1.2.2.2 Assistant Project Manager.** The Contractor shall provide assistant project manager(s) who shall, in the absence of the project manager, perform his duties as called for in paragraph 1.2.1.1 The project manager or one of the assistant project managers shall be on-site when any work other than normal building operations/surveillance is being performed at the Aeronautical Center, unless otherwise approved, in advance, by the COR. The technical qualifications of the assistant project manager will be reviewed and approved by the COR prior to the individual performing any duties as assistant manager. The assistant project managers shall have three (3) years technical background experience at the journeymen level in plant maintenance, operation, and modification. *The three years journeymen level experience must be in one of the craftsman and/or tradesman such as carpenter, electrician, electronic technical, HVAC technical, plumber and other types of operations and maintenance building trades.* In addition, three (3) years management experience and/or held the position of supervisor in an element of plant maintenance, operation, modification of a facility of not less than 3,000,000 square feet with the complexity of equipment equal to that of the MMAC, is required.

**1.2.2.3 Quality Control Specialist** develops and implements a Quality Control Program designed to ensure compliance with all contracts requirements and prepare reports. The QC

specialist shall have two (2) years industry experience in operation, maintenance, and modification of a facility or experience at a facility the size and complexity of the Aeronautical Center.

**1.2.2.4 Service Order Dispatcher** receives, records, and distributes work orders to appropriate managers, craft personnel, and/or Government representatives upon customer's request for service. Records necessary information, such as name, routing symbol, telephone number, and specific nature of problem, repair needed, or services requested. Prepares work order and distributes to proper management or Government representative. Keeps an accurate record of trouble calls and work orders. May dispatch orders and/or relay messages and special instructions to craft personnel using radio or telephone equipment.

**1.2.2.5 Secretary III** performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs and procedures related to the work of the office.

**1.2.2.6 Engineering Tech IV (Planner/Estimator)**, plans, estimates, provides shop drawings and sketches and prepares materials request for routine and nonroutine support work order requirements using the Mean's Estimating Guide and other guidance from Government engineers, architects, and Facility Management Specialists (FMS's). Must have the ability to interpret construction drawings and specifications when necessary. Estimates must be within 10-percent of actual hours of work performed. Assignments may include both single and multi craft work. Electrical and Mechanical P/E's shall have individual current State of Oklahoma Journey Level License. All P/E's shall have 5 years experience at the journey level.

**1.2.2.7 Environmental/Safety Management Specialist** shall have oversight management of the Operations and Maintenance (O&M) contractors hazardous and non-hazardous waste/safety programs and will provided environmental and safety assessments for the Operational and Maintenance Division, AMP-300, hazardous and non-hazardous waste/safety programs. Minimum of an Associate of Science Degree in a scientific field such as (Occupational/Environmental Safety or Industrial Hygiene) or equivalent degree is required AND/OR 4 to 5 years of environmental and safety compliance experience in an industrial setting the size and complexity of the MMAC.

1. Develops and implements environmental compliance, inspections and training programs for handling all waste materials, including spill prevention plan and satellite storages areas and Industrial/Hazardous Waste Water Treatment Facility.
2. Must have in-depth knowledge of federal, state, and local regulations as it pertains to Environmental and Safety compliance regulations.
3. Develops reviews and updates Standard Operations Procedures, manuals, contingency plans, checklist and other procedures for all areas of the all waste management programs.
4. Prepare technical reports on environmental issues and recommend corrective actions based on regulatory compliance.
5. Must have completed an approved 40-hour EPA certified Hazhopper Training Course in the last year.

**1.2.2.8 CCMS Operators** shall have the ability to perform in the surveillance and operation of computer controlled Building operation HVAC systems for the size and complexity of the MMAC. CCMS Operators must be able to recognize the magnitude of a problem, the need for assistance, and accurately communicate this information. The CCMS operator shall have one-year experience in Commercial HVAC systems or equivalent experience in the operation of automated building environmental systems.

**1.2.2.9 CCMS Surveillance Operators** shall have a current Oklahoma State Second Class Boiler License and the ability to perform in the operation of HVAC equipment the size and complexity of the MMAC.

**1.2.2.10 CCMS Leadman** must have the ability to perform the installation/ repair/replacement of pneumatic, electrical, electronic, computerized energy management systems, sensors, and associated systems. The leadman shall have two (2) years experience as a leadman and or supervisor in the CCMS operations. A current Oklahoma State Second Class Boiler License is required of the leadman.

**1.2.2.11 Elevator Mechanic (Journeyman)** shall have the ability to perform maintenance and adjustments with the ability to perform maintenance and repair of elevators and lifts, and shall have the ability to perform solid-state electronics troubleshooting, repair and replacement on microprocessor controlled/SCR drive traction elevators at a facility the size of the MMAC.

**1.2.2.12 Elevator Mechanic Helper** shall have the ability to perform work on elevators and lifts.

**1.2.2.13 Pest Control Technician** - The pest control technician provides insect, animal, and bird control for the entire Aeronautical Center complex. The position requires a current General Pest Control License for the State of Oklahoma. The technician is responsible for developing a program to control pests and citing areas of likely infestation, and determining the proper control methods. Pest control personnel are responsible for mixing and spraying a variety of insecticides. They also bait and set traps in the performance of their duties. Pest control personnel are also responsible for maintaining the equipment used in the performance of their duties. Work is required inside and outside the various Aeronautical Center buildings. Physical demands and hazards are that normal to the trade. Insecticides and pesticides handled are toxic and explosive; therefore, all applicable safety requirements must be strictly adhered to. Application of pesticides and insecticides must conform to all local, county, state and federal regulations. The pest control technician is required to maintain an activity log to indicate action taken in response to all pest control complaints.

**1.2.2.14 Fire Suppression Technician** must be certified by state or local ordinance in portable/fixed systems or automatic fire suppression systems. The technician shall have the ability to perform inspections and preventive maintenance on a facility the size of MMAC.

**1.2.2.15 Supply Technician** must expedite parts and materials and must have the ability to perform work associated with parts, tools, equipment, and materials to support facility and systems for an industrial complex.

**1.2.2.16 Electronic Technician II, Fire Alarm System Mechanic** shall have a current Oklahoma State Alarm License and shall have performed work on a facility the size and complexity of the MMAC.

**1.2.2.17 Inventory Clerk** compiles records of amount, kind, and value of material or stock. Counts material or stock on hand and posts totals to inventory records. Verifies computations against physical count of stock and adjusts errors in computation or count. Prepares reports of inventory balance, prices, and shortages. Pick and delivery of equipment, supplies and materials from vendors and supplies houses in the Oklahoma City Metro area.

**1.2.2.18 Water Treatment Plant Operator/Water Treatment Specialist** shall have the ability to operate waste water treatment plant, sludge processing, disposal equipment to control flow and processing of waste water, collect waste water samples using proper tools to conduct tests using appropriate testing equipment. Also, employee(s) shall have the ability to perform treatment of boiler feed water systems, cooling tower(s), and closed loop type systems installed at the Aeronautical Center. Employee(s) shall be responsible for the treatment, sampling, and testing of the above systems and recognize the need for necessary adjustment to maintain proper chemical balance to provide the required scale and corrosion protection for HVAC equipment and their auxiliary systems and components. Employee(s) shall maintain a daily record of the results of all tests and quantity of chemicals used. Must have a minimum of two years experience at a facility equal to or greater than the Mike Monroney Aeronautical Center. Must have, or be able to obtain, all operator and/or laboratory licenses required by the State of Oklahoma.

**1.2.2.19 Water Treatment Specialist** must have the ability to perform the treatment of boiler feed water, cooling towers and closed loop type systems such as those installed at the Aeronautical Center. This shall include the ability to treat, sample and test the above-mentioned systems and recognize the need for necessary adjustments to maintain the proper chemical balance to provide the protection for the HVAC systems and their auxiliary systems and components. Individual maintains a daily record of the results of all tests and the quantity of chemicals used. Must have, or be able to obtain, all operator and/or laboratory licenses required by the State of Oklahoma.

**1.2.2.20 Maintenance Trade Helper** shall have completed an approved trade school or must have the ability to perform work in the applicable trade.

**1.2.2.21 Gardener**, plans and executes small scale landscaping operations and maintains grounds and landscape. Works with assistant in preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location. Locates and plants shrubs, trees, and flowers. Mows and trims lawn, using hand or power mower. Trims shrubs and cultivates gardens. Sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs. Cleans ground, using rakes, brooms, and hose. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

**1.2.2.22 Ground Maintenance Manager**, must have extensive knowledge of principles and practices of grounds maintenance management, including knowledge of forestry, horticulture, and landscape design. The individual must have knowledge of materials, equipment, methods and practices essential to maintenance and construction of grounds facilities; and ability to plan, organize, coordinate, and direct activities of a well rounded grounds maintenance program. The grounds maintenance manager shall have three (3) years experience as a supervisor of grounds maintenance equal to the size and complexity of the Aeronautical Center.

**1.2.2.23 Grounds Maintenance – Leadman**, must have competent knowledge in all phases of landscaping and grounds maintenance operations, providing technical guidance and instruction to gardeners and helpers. The grounds leadman shall have two (2) years experience as a leadman and/or supervisor of grounds maintenance equal to that of the grounds maintenance operations for a facility the size and complexity of the Aeronautical Center.

**1.2.2.24 Mechanic (Grounds Maintenance Equipment)** must have ability to maintain, repair, overhaul, and fine tune, and service manual and powered grounds maintenance equipment used at the Aeronautical Center. Included are: rotary mowers, trimmers, edgers, tractor and powered whirlwind or sickle bar type mowers, disks, harrows, sprinkler systems, spreaders, sprayers, clippings removal equipment, and blizzard recovery equipment.

**1.2.2.25 Grounds Maintenance - Laborer** maintains grounds of industrial, commercial or public property. Performs one or more of the following: Cuts grass, using walking-type or riding mowers. Trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other handtools. Sprays lawn, shrubs, and trees with fertilizer and insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs, using hose or activating sprinkler system. Picks up and carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

**1.2.2.26 Maintenance Mechanic** shall have the ability to perform work on computer-controlled equipment such as stacker cranes and forklifts similar to those used in this system.

**1.2.2.27 Plumber, Maintenance** shall have performed work on a facility the size and complexity of the MMAC and have a current State of Oklahoma Plumber License.

**1.2.2.28 Laborer, General** shall be physically and mentally capable of performing required lifting, sorting, hauling, cleaning, and other unskilled work as directed by Contractor supervisory personnel.

**1.2.2.29 Boiler Mechanic/Pipe Fitter** shall possess a current Oklahoma Department of Labor license to install, service, repair and maintain boilers at the size, or larger, than those installed at the MMAC.

**1.2.2.30 Electrician** shall have a current Oklahoma State Electrician Journeyman License. Must have the ability to perform complete installation/repair/replacement of electrical systems on a facility the size and complexity of the MMAC. Must have demonstrated advance technical knowledge in solving complex problems related to existing electrical and new installations. Must be able to accurately interpret prints, schematics and manufactures technical documents

**1.2.2.31 Carpenter (finish/partitions)** shall have the ability to perform the installation/repair of doors, finish work and movable partitions in a complex the size of the MMAC

**1.2.2.32 Painter** shall have the ability to perform in the preparation and painting of industrial surfaces in a complex of the size of the MMAC.

**1.2.2.33 Painter Helper** shall have the ability to assist in the preparation and painting of industrial surfaces.

**1.2.2.34 Maintenance Sheet Metal Worker** must have the ability to perform fabrication, installation, and maintenance repair and shall have performed work on a facility the size and complexity of the MMAC.

**1.2.2.35 Heating, Refrigeration & Air-conditioning Mechanic** must have demonstrated advance technical knowledge in solving complex problems related to HVAC system and system components. Must be able to accurately interpret prints, schematics and manufactures technical documents and must have the ability to perform the installation, overhaul and repair of HVAC systems and equipment of the size and type installed at the MMAC. Shall have a current State of Oklahoma Journey Level Mechanical License, City of Oklahoma City Mechanical Journey License and Certification Requirements to comply with (Section 608 of the Clean Air Act 40, CFR, Part 82.161 and FAA Order 1050.18).

**1.2.2.36 Maintenance Electrician** shall have performed work on a facility the size and complexity of the MMAC

**1.2.2.37 Plumber, Master** shall have a current Oklahoma State Master Plumber License and have performed work on a facility the size and complexity of the MMAC.

**1.2.2.38 Carpenter (locks/hardware)** shall have the ability to perform the installation/repair of metal and wood door hardware, locks and swing adjustments in a complex the size of the MMAC.

**1.2.2.39 Electronic Technician, Maintenance I**, must have the ability to perform complete maintenance for electronic systems and related automated systems, surveillance systems, and card entry systems, intercommunications systems, radio two-way communications systems (including repeaters and radio pagers), burglar alarms, CCTV systems, PA systems, audio-visual systems, and other electronic systems as required. Only Electronic Technicians directly involved in the repair and maintenance of VHF/UHF audio transmitting equipment are required to possess a valid FCC license and applicable industry certifications.

**1.2.2.40 Electronic Technician, Maintenance II**, applies comprehensive technical knowledge to solve complex problems by interpreting manufacturer's manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments. Receives technical guidance, as required, from supervisor or higher-level technician, and work is reviewed for compliance with accepted practices. May provide technical guidance to lower level technicians.

**1.2.2.41 Electronics Technician, Maintenance III**, applies advanced technical knowledge to solve unusually complex problems that typically cannot be solved solely by referencing manufacturer's manuals or similar documents. Such problems include determining the location and density of circuitry, evaluating electromagnetic radiation, isolating malfunctions, and incorporating engineering changes. Work typically requires a detailed understanding of the interrelationship of circuits. Exercises independent judgment in performing such tasks as making circuit analyses, calculating waveforms, and tracing relationships in signal flow. Uses complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers, and complex

computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. May provide technical guidance to lower level technicians.

**1.2.2.42 Electric Vehicle/Equipment Mechanic - Lead** must have competent knowledge in all phases of electric, diesel and gas powered equipment such as electric/gasoline forklifts, scooters, carts, flight line equipment, emergency generators and other off road vehicles. The lead shall have three (4) years technical background and shall have three (3) years experience as a leadman and or supervisor in the repair of Special Ground Powered Equipment and Electromotive and Automotive operations.

**1.2.2.43 Electric Vehicle/Equipment Mechanic (LSF Equipment and AVN Flight Line Equipment)** repairs to electric/gasoline forklifts, scooters, carts, flight line equipment and other off road vehicles located in the FAA Warehouse and Air Operations Area – F, Aviation Systems Standards Division. Diagnosis source of trouble, determines extent of repairs required, makes repairs, and performs scheduled and unscheduled maintenance to keep assigned powered and non-powered equipment in proper functional condition. Performs routine and preventive maintenance on building emergency generators. Electric Vehicle Equipment Mechanic shall have four (4) years experience in all phases of Electromotive and Automotive operations.

**1.2.3 Resource Utilization.** The Government may direct the Contractor to adjust the core crew in relation to changes in the work requirements.

**1.2.4 Contractor Employee Identification.** Each Contractor employee shall have and display a Government-furnished identifying badge, DOT F-1681.4 that shows the employee's full name and the expiration date of the contract. Contractor personnel shall wear uniforms, not provided by the Government, identifying them as Contractor employees, which will be not less than a shirt and pants.

### **1.3 HOURS OF OPERATION.**

**1.3.1 Normal shop operations, maintenance, repair, and modification work** shall be done between the hours of 0800 and 1630, Monday through Friday. Normally, work will not be performed on Federal holidays. Occasionally, project requirements and emergency requirements may dictate work to be performed during other than normal duty hours as directed by the COR. Work performed outside of 0800 - 1630, Monday through Friday, will be coordinated in accordance with AC Order 1600.21F.

**1.3.2 Preventative maintenance (PM) work** shall be performed Tuesday through Saturday from 0700 - 1530. The Saturday work will be that which requires shutdown of buildings, systems, or equipment that will have a major impact on FAA operations. The PM crew working on Saturday will perform any emergency repairs to correct malfunctions that occur during the 0800 - 1630 workday that is within the skill level of the PM crewmembers.

**1.3.3 CCMS surveillance operators** shall provide 24 hour day coverage. The surveillance operators shall provide 24 hours a day continuous coverage except 0800 - 1600 Monday through Friday. Coverage shall include federal holidays.

**1.4 DISASTER RESPONSE WORK.** In the event Government property or equipment is damaged due to any circumstance or natural disaster and the COR determines emergency action is necessary to protect Government property, he/she may direct the Contractor to do emergency work to the extent necessary to protect Government property. The Contractor shall develop written emergency plans for the above issues, and submit them to the COR for review, comments, and/or concurrence. These plans shall be submitted after contract award.

**1.5 "AS-BUILT" DRAWINGS.** The Contractor shall provide complete red line "AS-BUILT" drawings on all projects on which the Government provides a drawing. The "AS-BUILT" will be updated by the Contractor to show work performed and any approved changes made on the project. The completed "AS-BUILT" drawing shall be returned to the Government no more than 3 working days after project completion. Changes to the "AS-BUILT" will be "red-lined" by the Contractor.

**1.6 INTERFERENCE WITH FAA OPERATIONS.** The Contractor's Project Manager shall consult with the FMS and coordinate the work in such a manner as to interfere as little as possible with normal FAA operations. The Contractor shall advise the trouble call desk when any building equipment or system is taken off-line or brought back on-line. All equipment shut down shall be coordinated with the FMS and, in some cases, coordination and approval times will have to be approved days, weeks, or months in advance. The CCMS shall keep current status of all systems under its control and be able to provide information why any system is down.

**1.7 PROTECTION OF PROPERTY.** The Contractor shall protect all existing facilities and equipment and shall replace or repair any damage occurring to facilities, buildings, equipment, or grounds caused by the Contractor during the maintenance, repair, or modification work. All material issued to the Contractor is considered to be in good usable condition and the burden of proof of any malfunction of material is on the Contractor. Contractor must show that the defect could not have been caused by his installation.

**1.8 SHOP OPERATIONS.** All equipment, except that listed in Technical Exhibit 4, issued to the Contractor shall be kept in operating condition by the Contractor. The Contractor shall perform all operator maintenance to all Government-furnished equipment issued to him. He shall keep assigned shop, building, compound, shed areas of the Base Maintenance building in a neat, safe condition and meet all Federal and State safety regulations pertaining to shop and work site operations.

**1.9 SALVAGE MATERIAL AND EQUIPMENT.** Salvage material and equipment will be inspected by the FMS and may be used for parts on future projects or declared surplus. The Contractor shall remove reusable material to a storage location at the MMAC as directed by the FMS.

**1.10 QUALITY CONTROL/QUALITY ASSURANCE.**

**1.10.1 Quality Control.** The Contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. Copies of the Contractor's quality control program shall be provided to the COR. Updated copies that adapt the program to this contract must be provided to the COR on the contract start date and as changes occur. The program shall include, but not be limited to, the following:

**1.10.1.1** An inspection system covering the services stated in Technical Exhibit 1, Performance Requirements Summary. It must specify areas to be inspected on both a scheduled or unscheduled basis and the title of the individual who will do the inspection.



**1.10.1.2** A method of identifying deficiencies in the quality of services performed before the level of performance is unacceptable.

**1.10.1.3** A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the COR upon request.

**1.10.2     Quality Assurance.** The Government will monitor the Contractor's performance under this contract using the quality assurance procedures specified in Technical Exhibit 1.

**1.10.3     Performance Evaluation Meetings.** The Project Manager and COR shall meet as often as necessary to resolve any problems. Technical requirements of the contract shall be coordinated with the COR while normal day-to-day operations shall be coordinated with the assigned FMS.

**1.10.4     Housekeeping.** All work sites and work areas shall be cleaned daily and on completion of the job. All usable materials shall be returned and properly stored for stock. All non-usable materials shall be disposed of in accordance with proper guidelines, policies, and regulations. All building maintenance spaces shall be kept clean and free of debris and leaks.

**1.11     SUBCONTRACTING.** The Contractor must provide a subcontracting program and have approval by the Contracting Officer and Contracting Officer's Representative prior to entering into subcontracts that support Facility Operations and Maintenance services. All sub-contracts must be in accordance with Acquisition Management System, paragraph 3.10.2.2, Subcontracts (Cost Reimbursement and Ceiling Priced Contracts) and paragraph 3.10.2.5 Competition in Subcontracting.

## **STATEMENT OF WORK**

### **SECTION 2. DEFINITIONS AND ABBREVIATIONS**

**2.1 DEFINITIONS AND ABBREVIATIONS.** The following special terms, phrases, and abbreviations are used in this Statement of Work (SOW):

**2.1.1 Actual Parts Manufacturer.** A manufacturer of equipment parts supplied direct to original equipment manufacturers for incorporating into the production equipment and/or resale as replacement parts. The original equipment manufacturer is the actual parts manufacturer for those parts produced solely by it.

**2.1.2 Advisory Documents.** Those directives, which the Contractor may use for information and guidance. They are not binding for compliance.

**2.1.3 Building Operations.** Operation of CCMS and physical surveillance of HVAC and auxiliary building equipment and systems at the MMAC.

**2.1.4 CCMS.** Central Control and Monitoring System, Johnson Control System for HVAC environmental controls and monitoring system installed in the Base Maintenance building, Room 122.

**2.1.5 Check.** Verify that status of item being checked is normal and correct and if not, to take appropriate action to affect a normal and correct status.

**2.1.6 Check List Forms.** Check List Forms (CLF) for equipment checked by surveillance and CCMS, and provided to the FMS as needed. (See Section 5.9.11, Work Tasks.)

**2.1.7 Contract Discrepancy Report (CDR).** A written document issued by the Contractor to the COR explaining why performance was unsatisfactory, how performance will be returned to satisfactory levels, and how recurrence of the problem will be prevented.

**2.1.8 Contracting Officer's Representative (COR).** The individual responsible for technical review and interpretation of contract requirements. Supervises the coordination of FMS functions.

**2.1.9 Defect.** Work requirements not completed on time. Unsatisfactory workmanship that does not conform to prescribed standards.

**2.1.10 Equipment Marking.** Building utility equipment may have a special numbering system. Most equipment has a nameplate with special number and data. These numbers will be used during communications pertaining to the building or equipment.

**2.1.11 HVAC.** Heating, ventilation, and air conditioning systems.

**2.1.12 Inspection.** Those actions taken by the Government to view closely and critically in order to ascertain quality or state, detect errors, or deviations from requirements and specifications.

**2.1.13 Mandatory Documents.** Means that the Contractor is required to perform the effort strictly in accordance with the method specified in the directives to meet the stated results of the directives.

**2.1.14 MMAC.** Mike Monroney Aeronautical Center or Aeronautical Center.

**2.1.15 Original Equipment Manufacturer.** The manufacturer of the complete production equipment whether assembled from parts of its own manufacturer or from parts or components furnished by other manufacturers or a combination of both.

**2.1.16 Overhaul.** The complete disassembly and reassemble of an item or any component part as per the manufacturers overhaul specifications. It includes cleaning and inspection for serviceability; replacement of each part that is beyond economical repair; reassemble, calibration, testing and inspection are to be performed as needed or required by the manufacturer.

**2.1.17 P-1.** This is a priority designator that places this project above all others. A project with a "P-1" designator is to be given necessary resources until completed. Response to a P-1 shall be within one (1) hour without delay even if other projects must be halted or delayed.

**2.1.18 Preventive Maintenance (PM).** That service performed by the Contractor on a scheduled basis, which is designed to keep the equipment/systems in proper operating condition. It includes a verification of proper tolerances (tightness, fluid levels, voltages, etc.), and adjustments or other actions as necessary and appropriate in accordance with the manufacturer's maintenance specifications and as authorized in specific PM work orders. The term also includes "inspection."

**2.1.19 Work Request Preventive Maintenance.** A PM work order is a document in brief outline form with the heading "P-M ORDER" issued for PM work to be performed. These work orders are issued periodically varying from weekly to annually. The work tasks ordered on these work orders are usually in an abbreviated form. In all cases the Contractor shall perform the indicated preventive work necessary to prevent undue wear or deterioration of the facility; or the necessary recharging, minor repairs, adjustments, or other work required to obtain the results desired from the facility; or report substantial damage, deterioration or other deficiencies for repair or correction by other means.

**2.1.20 Quality Assurance (QA).** Those actions taken by the Government to check maintenance and repair services to determine if they meet contract requirements.

**2.1.21 Facility Management Specialist (FMS).** The individual responsible for the Government surveillance of the work in accordance with the contract.

**2.1.22 Quality Control (QC).** Those actions taken by the Contractor to control the maintenance and repair services so they meet the requirements of the contract.

**2.1.23 Rebuilt Parts.** Parts that since last used have been dismantled and reconstructed as necessary; all internal parts cleaned and made free from rust and corrosion; all impaired, defective, or substantially worn parts restored to a sound condition or replaced with new, rebuilt, or unimpaired parts; and such other operations performed as are necessary to put the product in sound working condition.

**2.1.24 Repair.** That work necessary to restore an item to serviceable condition.

**2.1.25 Service.** The operation, maintenance, repair, and modification of the total Aeronautical Center's physical plant to support Aeronautical Center operations.

**2.1.26 Industrial Waste Treatment Plant (IWTP).** The Industrial Waste Water Treatment Plant receives industrial waste from the lift pump stations located throughout the MMAC.

**2.1.27 Government-Furnished Equipment (GFE).** Government owned equipment provided to the contractor for use in fulfilling the terms of the contract.

**2.1.28 Government-Furnished Property (GFP).** All equipment, facilities and materials provided by the Government for the exclusive use of the contractor in fulfilling the terms of the contract.

## **STATEMENT OF WORK**

### **SECTION 3. GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

**3.1 FACILITIES.** The Government shall provide at no cost to the Contractor, facilities for administrative use, shop space, vehicle parking, and storage space for supplies, materials, and equipment as set forth in Technical Exhibit 3: Facilities for Contractor Use. The Contractor shall be responsible for physical security and adequate routine maintenance of Government-furnished facilities.

**3.2 SUPPLIES AND MATERIALS.** The Government shall provide supplies and materials required to accomplish specified work. The government by request the Contractor to purchase labor, supplies and materials under a DIRECTIVE Program.

**3.3 EQUIPMENT.** See Technical Exhibit 4, Government-Furnished Equipment, and its attachments (Contractor Assigned Vehicles and Special Purpose Equipment).

**3.3.1** The Contractor shall not remove any of the equipment or vehicles listed in Technical Exhibit 4 from the Aeronautical Center without written approval by the COR. No Government-furnished tools, materials, equipment, or supplies shall be removed from the MMAC.

**3.4 UTILITIES.** Water, sewage service, refuse collection, electricity, and heat shall be furnished by the Government for accomplishing work described in the SOW. The Government will provide one on-Center telephone for use by the Contractor at the Base Maintenance building. This telephone will not connect to telephones off the Aeronautical Center complex. The Contractor shall use Government-furnished utilities in a prudent manner consistent with current energy conservation policies.

**3.5 REFERENCES AND TECHNICAL DOCUMENTATION.** The Government will provide for the Contractors technical review the Government documents as listed in Section 6. Some items may have been added or deleted from the technical library. The Contractor is responsible for maintaining technical documents provided by the Government.

**3.6 TRANSPORTATION.** The Government shall furnish transportation equipment listed in Technical Exhibit 4.

## **STATEMENT OF WORK**

### **SECTION 4. CONTRACTOR-FURNISHED ITEMS**

- 4.1 LABOR.** The Contractor shall provide all labor as called for in the SOW and additional labor required due to a change in the workload requirements as approved by the COR.
- 4.2 OFF-BASE TELEPHONE.** If the Contractor requires a telephone to make off-Center calls, it shall be provided by the Contractor and shall be installed in a location approved by the COR.
- 4.3 HAND TOOLS.** Hand tools are not GFE and shall not be furnished by the Government. The Contract employee shall provide all common hand tools related to individual craft/trades required to accomplish the workload. These hand tools shall be normal to the craft or trade and in the normal quantities and kinds used by the craft.
- 4.4 TRANSPORTATION.** The Contractor shall use the COR's approved and Government supplied transportation to move equipment, tools, materials and personnel to the work site. If additional transportation is required it must be approved by the COR along with cost to be paid by the Government for the period the equipment will be used in support of this contract.
- 4.5 CLEANING.** The Contractor shall be responsible for policing and cleaning all storage and shop space (either interior or exterior) assigned to him as set forth in Technical Exhibit 3 and parking areas designated for his use.
- 4.6 SAFETY EQUIPMENT.** The Contractor shall furnish each employee safety equipment as necessary to comply with (but not limited to) FAA Order 3900.19, Aeronautical Center Order 3900.21B, and Department of Labor, Part 1910, Occupational Safety and Health Standards, all listed in Section 6.
- 4.7 IDENTIFICATION BADGES.** The Government shall furnish each employee identification badges as specified in Section 1, paragraph 1.2.6.
- 4.8 SPECIAL EQUIPMENT.** Any special equipment required but not provided by the Government shall be provided by the Contractor. The COR shall approve the type, cost and length of time for use. The Government shall reimburse the Contractor for rental costs.
- 4.9 ADMINISTRATIVE SUPPORT EQUIPMENT.** Any administrative support equipment required but not provided by the government, i.e., office desk chairs, office machines, office computers, etc., shall be provided by the Contractor as submitted and approved by the COR as to type, cost and length of time for use if leased or rented. All equipment approved for purchase shall become the property of the Government and will be controlled as Government-issued property to the Contractor.

## STATEMENT OF WORK

### SECTION 5. WORK TASKS

**5.1 SCOPE.** The Contractor shall provide services for **the maintenance, repair, operation and modification of facilities** of the Aeronautical Center and off-site facilities leased to support the Aeronautical Center. Examples of the tasks are identified in the historical workload provided in Technical Exhibit 6: Historical Workload. Standards for these services are specified in Technical Exhibit 5: Objective Standards.

The Contractor shall also provide **grounds maintenance services** caring for lawns, shrubs, trees and areas leased by the Aeronautical Center. Blizzard recovery action is included in the tasks required by this contract. A more complete listing of tasks and conditions are in 5.12 below. Also, see Technical Exhibit 7: Grounds Maintenance Schedule With Technical Requirements.

**5.1.1 Preventive Maintenance Program (PM).** The Contractor shall be responsible for assuming complete control of the in-place PM system and equipment records. The PM system and equipment records will be updated as required by the Contractor so that it is a dynamic system that will sustain the installed equipment at the highest possible operational level using the latest state of the art methods and techniques to preclude premature failure of components, extend equipment life, keep equipment at design level of operation and efficiency and at the optimum cost.

**5.1.1.1** The computerized PM program covers each piece of equipment and schedules PM work to be done on an annual, semiannual, quarterly, monthly, and weekly basis. It provides and adjusts the level of maintenance based on FAA operations, equipment characteristics, age, repair and modification history data, operational environment, and the next scheduled major overhaul, renovation or replacement. Changes to the computer program, equipment, or system must be approved by the COR and will become the property of the FAA when the contract is completed. The computer program provides craft hours and costs, material lists and costs, and any other costs by building. The automated maintenance management system operates on computer hardware supplied by the FAA. The Contractor will have access, via terminals, into the computer and shall be responsible for keeping complete and accurate data on the PM program.

**5.1.1.2** The objective of PM is to reduce unscheduled downtime of equipment and maintain a high level of functioning equipment to enhance and support MMAC operations. Nothing in the contract should be interpreted to infer that the PM program takes less emphasis than any other aspect of the contract. If properly accomplished, PM will reduce the need for trouble calls and unscheduled maintenance/repair activities.

**5.1.1.3** The PM program will utilize a computer based schedule of PM functions that covers each piece of equipment and provide for adjustment in levels of maintenance based on FAA operations. The PM program will also record equipment information including but not limited to age, repair and modification history data, operational environment, and the next scheduled major overhaul/renovation or replacement. The data/information contained in the PM Program on system building equipment will be approved by the COR and will become the property of the FAA when the contract is completed. The computer program will provide craft hours and costs, material lists and costs, and other costs by building as to PM work performed. The automated maintenance

management system will operate on computer hardware supplied by the FAA. The Contractor will have access via terminals into the computer and will be responsible for keeping complete and accurate data on the PM program.

**5.1.1.4** Preventative Maintenance task/work books shall be returned to designated FMS within three (3) days after the onsite work is completed with the following listed information.

- a. Total craft hours used, broken down by each craft.
- b. Completed listing of materials used.
- c. Time and date onsite work completed.
- d. Any special information regarding the work or problems encountered.

**5.1.1.5** Additional PM requirements relating to emergency generators are stated in 5.1.3 below.

**5.1.2 Repair Work.** The Contractor during the performance of scheduled PM identifies Work and repairs. This work and repairs will be accomplished as a part of the PM program. The Contractor will identify parts required, place orders through the appropriate process, and complete on the PM work order. If the parts cannot be obtained to be completed as a part of the Work Request for PM, action is to be taken by the Contractor to have a work order issued and the work scheduled on receipt of the parts.

**5.1.3 Emergency Generators.** Emergency generators in buildings will receive PM as called for on the PM work order. The PM will be performed by the Contractor. All work will be coordinated with appropriate FMS. All work done on this equipment will receive 100 percent inspection due to the critical nature of the equipment. Technical Exhibit 14 identifies model, type, size and locations of emergency generators.

**5.1.4 Modifications.** The Contractor shall make modifications to buildings, equipment, facilities, and systems upon receipt of a Work Request for Support. The Government will not specify a date for the Contractor to commence work; however, it will specify an expected completion date on the work order. Under unusual circumstances, the Government may find it necessary to specify a start-work date (see 1.6: Interference With FAA Operations). The end of the workday is considered to be 1630 hours. The completed work request folder and all required information shall be delivered to the appropriate FMS within three work days after completion. The work request shall be annotated with the date work was completed and have attached a complete list of materials used and the number of hours used by craft category. (See Technical Exhibit 8, Work Request for Support).

**5.1.4.1 Work Request for Support:** Project requirements will be issued on a Work Request for Support. These projects will meet requirements for modification, additions, and special repairs to the Aeronautical Center buildings, equipment, and facilities. The work request will denote the work required. It will include a listing of the estimated materials required, and the standards, specifications, and drawings or sketches to be followed. Special requirements for coordination or time schedule for performance of work will be noted. The date the work is to be completed will be stated. Work called for may require multi-crafts.



**5.1.5 Maintenance and Repair.** The Contractor shall perform maintenance and repair to buildings, equipment, facilities, and systems upon receipt of a Work Request for Operational. The Government will not specify a date for the Contractor to commence work; however, it will specify an expected completion date on the work order. Under unusual circumstances, the Government may find it necessary to specify a start-work date (see 1.6). The end of a workday is considered to be 1630 hours. The completed work request folder and all required information will be delivered to the appropriate FMS within three work days after the job is completed. Information to be noted on the work request is date completed, materials used, and total hours of each craft used. (See Technical Exhibit 9, Work Request Operational)

**5.1.5.1 Work Request for Operational.** Project requirements will be issued on Work Request for Operational. These projects will meet requirements for repairs to Aeronautical Center buildings, equipment, and facilities that have required the ordering of materials or that the scope of work is such that it is not a work request for trouble call. The work request will denote the work required and may contain a listing of the materials required and standards, specifications, and drawings or sketches to be followed. Special requirements for coordination or time work can be performed will be noted. The date the work is to be completed will be stated. Work called for may require multi-crafts.

**5.1.6 Work Request for Trouble Call.** The Contractor shall perform maintenance and repairs to buildings, equipment, facilities and systems upon receipt of a Work Request for Trouble Call. The types of trouble calls are lighting, mechanical, HVAC, plumbing, electrical, structural, locks, door hardware, security systems, security cameras, fire alarm systems, and communication repeaters, and miscellaneous items that do not fall precisely in these categories but are required to keep the Aeronautical Center facilities operational. The Contractor shall start work without any delay on P-1 trouble calls and continue work as feasible until the problem is resolved and/ or corrected and as directed by appropriate FMS. Information recorded on the Trouble Call is the date completed, materials used, and total hours of each craft used. (See Technical Exhibit 10: Work Request for Trouble Call)

Trouble calls relating to emergency problems (where continued operation without correction would cause undue expense or inconvenience to the Government) shall be accomplished expeditiously with temporary repair or provisions made where appropriate. Overtime requirements must be approved by the COR before it is accomplished. Items of this nature include (but are not limited to) leaks, utility outages, and lack of physical security. In most cases, at least temporary repair or provisions shall be made the same day as the trouble call.

**5.1.6.1 Work Request for Trouble Call.** Work request for trouble call will be issued as received at the trouble call desk. These work orders will be for repairs to Aeronautical Center buildings, equipment, and facilities. When the trouble call is of an urgent nature, it will be marked P-1.

**5.2 SHOP EQUIPMENT.** The Contractor shall clean, adjust, and perform required maintenance to all shop equipment and tools (in accordance with manufacturer's recommendations) issued by the Government.

**5.3 REPORTS.** The Contractor shall provide information concerning the status of work orders that have been issued but not completed. The Contractor shall complete, as directed, reports as noted in Technical Exhibit 12: Reports. One-time reports may be required for special problems and to provide information to management. Each work order is considered a report and is not deemed completed